

## Serenade Design Standards

The purpose of the following standards are to clarify the intent of various Articles; as listed in the Declaration of Covenants, Restrictions and Easements for Serenade which are recorded at Deed Book 4498, Page 230 Cherokee County, Georgia, recorded 01 April 16. The Serenade HOA Board of Directors has elected to empower the Architectural Review Committee the task of administering these covenants contained herein. As an administrative arm of the Board of Directors, the Architectural Review Committee's (ARC) role is to preserve, protect and enhance the value of the properties in Serenade by enforcing the Declaration. The ARC is chartered to ensure uniform and equitable compliance with these Design Standards. The homeowner is required to REQUEST APPROVAL BEFORE BEGINNING ANY IMPROVEMENTS, MODIFICATIONS OR EXTERIOR WORK in the front, side or back of their home! The vast majority of problems occur when a homeowner begins a project without written approval from the ARC.

It should be noted that the approval process is designed to protect the homeowner by documenting that projects were in compliance at the time they were undertaken. By obtaining written approval, the homeowner will minimize any possible scrutiny by subsequent HOA boards due to possible design standard changes over time. The primary goal of the ARC is to protect and maintain the property values in the neighborhood by insuring uniformity of construction, maintenance and general appearance of the neighborhood.

**Each request for project approval is unique to the Lot to which it pertains. Consequently, each request will be evaluated on the individual and unique elements of the project. Unauthorized actions by a homeowner and/or prior ARC action on requests of similar nature will not serve as a precedent for any subsequent request for project approval.**

An ARC Modification Request Form must be submitted at least 30 days prior to approval for requests. The committee works diligently to get requests approved as quickly as possible. ARC approvals are valid for a 180-day period only. If construction or work for an approved project does not begin within 180 days, a new Application for Modification request form must be resubmitted for approval. An Application for Modification, hereinafter call "Form", is provided for use in requesting review/approval of an exterior modifications.

## **Standard #1: Exterior Modifications**

### **1.1 Painting**

Approval is required for all painting. **Appendix A: Please read the Serenade General Exterior Painting Guidelines before submitting ANY painting request.** An ARC Modification Request Form must be submitted at least 30 days prior to approval for all painting and must include the following required information:

1. Sample(s) for each color to be painted (on a detached piece of siding board at least 1 foot long or on the side of the home in a 3 ft by 3 ft square). A sample is not required when painting the original color, but approval is still required.
2. Brand of the paint to be used along with the manufacturer's corresponding color code(s).
3. Description of the area of home to be painted or repainted.

### **1.2 Detached Buildings**

A Form must be submitted for all detached buildings. Detached buildings are considered under the following standards:

1. The building must be located behind the primary home.
2. The building must be placed to minimize the visual impact from the street and adjacent properties.
3. The building must be no more than one story.
4. Building may not be used for any purpose that the board or ARC deems disorderly, unsightly or unkempt conditions.
5. Detached building exterior materials must match the exterior materials and colors used on the original home.
6. Roof pitch must be similar to the structure of the main dwelling.
7. The building must be located as to not interfere with easements, if any, or any other location that affects the boundaries of the Lot.
8. The building construction must meet any local building codes for the intended use.

### **1.3 Structural Modifications**

A Form must be submitted for all structural modifications. Colors or finish must be compatible with the home's primary and trim colors. Materials used must be consistent with the original home and with the community. The following information is required with the Form.

1. Picture or drawing of the modification including both a front and side view.
2. Color samples
3. List of materials to be used

#### **1.3.1 Elevations**

Exposed elevations using siding materials will be required to use similar materials as to the original structure. Exposed foundation face on the front of the houses will have brick or stone up to the water table. Houses in the Overlook will have brick or stone on all four sides up to the water table. The ARC reserves the right to require approved materials on the front elevation to be carried on the side or rear elevations on selective locations. No exposed raw

foundations will be permitted. Under certain conditions, painted or parged exposed concrete foundations will be approved. Vinyl and aluminum siding and trim are NOT permitted.

#### **1.4.1 Roof and Roofing Material**

Roof shingles must be approved by submitting a form to the ARC. Roof pitches for the main body of the roof shall not be altered from the original roof pitch. A list of suggested colors, styles and manufacturers can be found on the Serenade website. Shingles may be a 3-tab or architectural style. Architectural is recommended.

### **Standard #2: Decks and Retaining Walls**

**General:** A Form must be submitted for all new decks and retaining walls and modifications to existing decks and retaining walls. The following information is required:

1. A site plan denoting location
2. Dimensions
3. Materials
4. Conformity with the design of the house
5. The relationship to neighboring dwellings
6. Proposed use
7. Color

#### **2.1 Decks**

An ARC Modification Request Form must be submitted for the color of the stain or tinted sealant to be used on new or existing decks and retaining walls. An ARC Modification Request Form must be submitted for the construction of all decks. The following are general guidelines for decks:

1. In most cases, the deck may not extend past the sides of the home.
2. Materials must be cedar, cypress, or No. 2 grade or better pressure treated pine. Non-wood materials will be considered on a case-by-case basis.
3. Clear sealants do not require approval.
4. Sealant for decks shall be clear, natural wood, or approved color stain.
5. Black wrought iron and wood spindles as well as brick columns matching the home are acceptable vertical supports.

#### **2.2 Retaining Walls**

A Form must be submitted for the construction of all retaining walls. The following standards have been adopted for retaining walls in the community:

1. Retaining walls must be made of poured walls or No. 2 grade or better pressure treated pine. Retaining walls made of stack stone will be considered on a case-by-case basis. The elevation of the walls cannot be substantially higher than the current grading of the Lot.
2. Retaining walls and timbers must be properly maintained.

## **Standard #3: Patios, Walkways & Driveways**

### **General**

- Asphalt driveways or walkways are not permitted.
- Driveways must be surfaced with concrete or concrete with brick accents.
- Walkways can be surfaced with concrete, brick, or other permanent concrete/brick combinations.
- All driveway and walkway additions or alterations must be approved by the ARC prior to installation.
- No decorative resurfacing or coloring of driveways, walkways and parking areas.
- Parking pads: Will be approved on a case by case basis.

### **3.1 Patios & Walkways**

A Form must be submitted for all patios, walkways, patio covers, trellises, permanent seating, railing, bridges and other similar items. The following information is required:

1. A site plan denoting location
2. Dimensions
3. Materials
4. Conformity with the design of the house
5. Proposed use
6. Color

### **3.2 Driveways**

A Form must be submitted for all changes to existing driveways. The following information is required:

1. Proposed change
2. Conformity with the design of the house
3. Materials
4. Color

## **Standard #4: Exterior Decorative Objects**

### **General**

Front doors and entry area decorations must compliment the style and colors of the house. Decorations should be limited on the front and sides of the house in order to be kept in a manner whereas not deemed disorderly, unsightly or unkempt

### **4.1 Plants and Flower Pots**

A Form is not required for neatly maintained front porch flowerpots that coordinate with exterior home colors and contain living healthy plants. Empty planters and flowerpots or planters and flowerpots with sick or dead plants are not permitted. The only exception is large planters that are too heavy to move during the winter season.

#### **4.2 Statuaries & Yard Art**

A Form is not required for statues or yard art that meet the following criteria:

1. They are located on a porch or in the bed and not in the lawn area.
2. The dimensions of an object on a porch does not exceed 24 inches tall or 24 inches wide or deep.
3. The dimensions of an object in a bed does not exceed 12 inches tall or 12 inches wide or deep.
4. There are no more than three (3) objects in the yard (does not include items on porches).
5. They are not deemed disorderly, unsightly or unkempt.

A Form must be submitted for all statuaries and yard art that do not meet the above criteria. The Form must include the item's placement, dimensions, and materials. Materials used must match or be harmonious with existing materials of the home and landscaping. Statuaries or yard art placed in the backyard should not be visible from the street without approval.

All objects must be maintained in the condition as originally installed.

#### **4.3 Furniture and Other Large Objects**

Furniture is allowed on the front porch as long as it is kept in a manner whereas not deemed disorderly, unsightly or unkempt. A request form must be submitted to place furniture or other large objects in the front yard. Furniture in the front yard will be approved on a case-by-case basis.

#### **4.4 Flagpoles**

- No freestanding flagpoles are permitted.
- A Form is not required for a single flagpole staff attached to the front portion of a house and not exceeding five (5) feet in length. Flags must be in good condition free from rips, tears, or significant fading.
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#### **4.5 Exterior Landscape and Security Lighting**

##### **4.5.1 Permanent Lighting**

A Form must be submitted for all permanent exterior lights or lighting fixtures not included as a part of the original structures, except as provided below. A Form is not required for the addition of permanent lights that were not part of the original structure that meet the following criteria:

1. Lighting does not exceed 12 inches in height.
2. The number of lights does not exceed 12.
3. Individual lights are white or clear, non-glare type and located and aimed to cause minimal impact on adjacent properties and streets.
4. The lights should be correctly spaced and maintained in a straight and orderly fashion.

##### **4.5.2 Seasonal Lighting**

A Form is not required for seasonal decorative lighting displayed from November 1st to January 15th.

#### **4.6 Water Features**

- Only (one) approved Water Feature per lawn is allowed.
- Existing Water Features (Approved and Grandfather Water Fountains Standard Measurements are height 56 inches by width 39 inches.) This is the existing standard of measure.
- A Form must be submitted to the ARC **AND** the HOA Board prior to installation of a Water Feature. The form should include a picture and description of the feature, location plan, design and a sample of the material to be used in the construction of the feature. Height and width will be based on current water features in the neighborhood. Examples of water features include but are not limited to waterfalls, fountains, birdbaths or koi ponds. All features will be approved on a case by case basis.
- All features must be maintained in the condition as originally installed.

#### **Standard #5: Exterior Landscaping and Maintenance**

##### **General**

- A Form must be submitted for all landscaping projects when the activity will result in major changes to existing landscaping or when grading or contour modifications are required. Landscaping should relate to the existing terrain and natural features of the Lot.
- Forms for major changes must include a description of the types and sizes of trees and shrubs to be planted and a site plan showing the relationship of plantings to the house and adjacent dwellings. Additionally, forms must specify an estimated date.

##### **5.1 Trees and Shrubbery**

- A Form is not required for planting ornamental trees and shrubbery that do not otherwise conflict with other Design Standards and presents a well-kept and orderly appearance. Ornamental means non-row/non-clustered plantings not intended or designed for screening purposes. Ornamental trees and shrubs are generally planted for shade and/or seasonal color.
- A Form must be submitted for screen plantings in front and side yards or along a backyard where it meets another home's side yard. Screen plantings are shrubs or trees planted in a row(s) or cluster(s) designed to create a privacy screen between properties or from the street. When screen planting along the rear and side lot lines, please consider the projected height and width at maturity of chosen plants/shrubs/trees to avoid encroachment upon neighboring property.
- A Form must be submitted for the removal of living trees in the front yard that exceed 20 feet in height. Approval is not required in the event of an immediate hazard (i.e., storm damage) or to remove diseased or dead trees. Homeowners must still notify the ARC in the event any trees or shrubs are removed because they are diseased or dead. Trees located in the (parkway) the area between the sidewalk and the street, may not be removed unless they are diseased or dead. These trees must be replaced by the same variety as the original Pin Oak Tree.

- When removing trees in front, parkway, side or back yards, consideration should be given to the impact on adjacent properties (i.e., loss of shade or privacy). Parkway Tree Care is the responsibility of the homeowner. This includes: weeding, mulching, and pruning of branches obstructing sidewalks and street passage.
- If trees are removed, visible stumps must be removed or mulched below ground level and the area left barren by the removal of the tree must be landscaped. Note: Review the Arbor Law before removing any trees from your property.

### **5.2 Site Distance at Intersections**

All Lots at street intersections shall be landscaped to permit safe sight across the street corners. No fence, wall, hedge, or shrub planting shall be placed or permitted to remain at the corner or edge of a Lot where this would create a traffic or sight problem.

### **5.3 Irrigation Systems**

- Please note that the use of all irrigation systems must comply with all applicable water bans, ordinances and restrictions.
- A Form is not required for permanent underground irrigation systems, but it is the Homeowner's responsibility to make sure the system does not encroach upon any neighboring Lot.
- Visible temporary sprinklers must not be left in the same position for more than 48 hours. Visible hoses for watering must not be unwound or laying on the Lot for more than 48 hours each week.

### **5.4 Vegetable Garden Plots**

- A Form is not required for garden plots if all the following Standards are met:
  - The plot is located behind the rear line of the house so as to minimize the visual impact on adjacent properties or from the street.
  - The size of the plot is limited to a maximum of 100 square feet.
- A Form must be submitted for houses set on Lots at angles and houses on corner Lots and will be considered on an individual basis.
- The garden must be maintained during the growing season, including weeding and removal of spoiled vegetables and dead plantings.
- All garden plots must be cleared at the completion of the growing season.

### **5.5 Firewood**

The following Standards apply to the storage of firewood:

1. Firewood piles are to be maintained in good order and must generally be located within the sidelines of the house and in the rear yard or screened so as to conceal from view of the street.
2. Woodpile coverings are allowed only if the cover is an earthen color and the woodpile is screened from the view of the street. For example, a tarp-covered woodpile may be located under a deck with shrubs planted around it.

### **5.6 Tools, Debris and Miscellaneous**

- Outdoor storage of garden tools, hoses, etc. must be screened from view of adjacent properties and streets. They must be kept in the rear yard or screened so as to conceal from view of the street.
- Any tools or items stored under a back deck or on a porch must also be screened from view. Each homeowner is responsible to prevent the development of any unclean, unhealthy, unsightly, or unkempt conditions upon any portion of their property. Debris of any type shall be regularly removed and not allowed to accumulate.

### **5.7 Maintenance**

The general appearance of each Lot and the residence thereon, including landscaping, must conform to the level of upkeep that is accepted as community standard. This standard includes, but is not limited to:

1. Repairing, Caulking, and Painting and other external care of all structures
2. Pressure washing, Cleaning to remove Mold and Mildew from home siding, fences,
3. Decks, sidewalks, driveways, mailbox posts
4. Over seeding and restoring of lawn grasses
5. Watering, fertilizing, mowing and edging lawns. Edging around driveways, sidewalks, curbs, beds and islands should be free of overgrowth. This should be done in a manner and with such frequency as is consistent with good property management.
6. Each Homeowner is responsible for removal of debris, clippings, dead plants (dormant plants are not included), etc. from the property line to the center of the street.
7. All shrubs in screen plantings in the front and side yards must be trimmed and maintained to a height of 6 feet or less.
8. Edging materials for flowerbeds and islands should be limited to natural materials and natural or earth tone in color. Edging should not exceed 6" above the natural grade and should be even.
9. Pruning and trimming trees and shrubbery, hedges and other vegetation so that the yard presents a well-kept appearance and the visibility of motorist and pedestrians is not obstructed. A well-kept manicured appearance includes shrubs trimmed such that windows and porches are not obstructed from view.
10. Prune trees where they do not obstruct the sidewalks or road.
11. Removal of all "volunteer" or "wild" growth of weeds or non-landscape quality vegetation from lawns and beds in front yards. Areas left in a natural state must be maintained as "natural" and not allowed to become overgrown with weeds, brush and vines.
12. Prompt repair of any barren lawn areas to reduce erosion potential.
13. Renewal of mulch used in islands or naturalized areas is required at least annually. All barren ground must be covered with mulch or grass. Mulching materials for flowerbeds and islands should be limited to natural materials and natural or earth tone in color. Acceptable Forms of mulch are pine straw, bark, shredded hardwood, shredded softwood mulch or darker color rock (example: dark red & black lava rock).
14. Consistent mulching material should be used for all beds in the front and side yards.



15. The property Owner must ensure that the placement of any improvement or landscaping does not halt or materially impede the drainage flowing off of a neighboring tract and does not redirect the flow or significantly increase the amount of water flowing onto a neighboring Lot.
16. Except as permitted under Standard #4 above, no artificial vegetation is permitted on the exterior of any property. (Flower Boxes too high to maintain outside windows may have artificial vegetation. Vegetation must have natural look and be changed when signs of weathering appears).
17. Cracks with a gap greater than or equal to one-half inch in walkways and driveways must be repaired and maintained without pitted or sunken areas, discolorations and large stains.
18. Shared landscaping beds will need to be maintained in cooperation of the homes which share landscaping. There should only be one type of mulch and one form of edging around the entire bed.

## **Standard #6: Play Equipment**

### **General**

The following Standards apply:

1. Permanent play equipment shall be located in the rear yard.
2. The play equipment shall be sized no larger than 12 feet high by 25 feet long and wide. Play set should be located in such as fashion as to have Minimal visual impact on adjacent properties or from the street view.
3. All play equipment shall be located at the rear of the home.

Portable play equipment may be left in the front or side yards for a period not to exceed 48 hours or on a regular basis. Skateboard ramps, soccer goals, hockey goals, basketball goals and/or other similar play equipment, may not be permanently affixed to the ground and must be stored where not visible from the street or adjacent properties when not in use.

### **6.1 Play Houses & Tree Houses**

- A Form must be submitted for all houses and tree houses.
- The Form must include play house/tree house placement, dimensions, materials, a drawing or picture and samples of any stain or paint to be used.
- The following Standards apply:
  - Playhouses and tree houses must be located in the back yard.
  - 1. Materials used must match or be harmonious with existing materials of the home and landscaping.
  - 2. Playhouses or tree houses may not be larger than 150 square feet or 12 feet in total height.

NOTE: Playhouses, tree houses, and play equipment must be maintained.

## **6.2 Tennis Courts**

Private tennis courts are NOT permitted.

## **Standard #7: Private Pools and Hot Tubs/Spas**

### **7.1 Children's Portable Wading Pools**

A Form is not required for children's portable wading pools (those that can be emptied at night) as long as they do not exceed 18 inches in depth and the surface area does not exceed 36 square feet. Portable wading pools must be stored in the rear of the Lot overnight when not in use. The water must be emptied out each night.

### **7.2 Above Ground Pools**

Above ground pools are NOT permitted.

### **7.3 In Ground Pools, Hot Tubs & Spas**

A Form must be submitted for all in-ground pools. Prior written approval of plans and specifications and, to the extent required by local laws and ordinances, inspections are required for all swimming pool, hot tub and spa installations. The Homeowner must certify to the ARC that he or she obtained all required permits from the county or city before final approval will be given. In addition to this certification, the following information is required:

1. A description of the appearance, height and detailing of all retaining walls. These features must be consistent with architectural character of the house. Some terracing may be acceptable.
2. A security barrier that complies with all local codes must surround all swimming pools, hot tubs and spas. If fencing must be added, the application for such fencing must be submitted with the application for pool, hot tub or spa.
3. A description of lighting must be included. Glaring light sources, which can be seen from neighboring Lots, may not be used.
4. A description of the landscaping of the pool area. Screening and landscaping is required.
5. Hot tubs must be screened from adjacent properties and streets.
6. All pump and filter equipment must be screened from view and located in a place where it will not cause a nuisance to adjacent property.

## **Standard #8: Fences**

Please read Appendix B: General Fencing Guidelines before submitting a request. A Form must be submitted to the ARC for approval of any fencing.

## **Standard #9: Antennas/Satellite Dishes**

### **General**

This Standard applies to installation, attachment and maintenance of direct broadcast satellite ("DBS") dishes or antennas, multi-channel multi-point distribution services ("MMDS") dishes or

antennas and similar equipment that comes to the market in the future (herein collectively called "Satellite Dishes") less than one meter in diameter. For purposes of this section, Satellite Dishes include the supporting mast, cabling and all other components or accessories thereof.

Satellite dishes may be installed on the property for reception, but not transmission, in accordance with these Standards. No other antennas or similar devices may be installed on the property without approval of the ARC.

### **9.1 Satellite Dish Size Limits**

Satellite Dishes shall be no larger than one meter in diameter. Satellite Dishes or antennas mounted on masts are prohibited except where necessary for reception of an acceptable quality signal.

### **9.2 Satellite Dish Location**

Whenever an acceptable signal is possible, the following are the ARC's first choices for placement of Satellite Dishes:

1. Mounted in or on the rear of the home within the sidelines of the home so as not to be visible from the street.
2. Rooftop mounting of Satellite Dishes on the rear of the home.

If it is determined that the Satellite Dish cannot receive an acceptable quality signal in any of the pre-approved locations designated above, then the homeowner must describe the reason an alternative placement of the Satellite Dish was required in writing to the ARC.

Satellite Dishes are not allowed to be attached to the front of the house or located in the front yard. Satellite Dishes should be screened from view from the street.

### **9.3 Satellite Dish Maintenance**

The Homeowner or occupant shall be responsible for the maintenance and repair of the Satellite Dish including, but not limited to:

1. Reattachment of Satellite Dish and any components thereof, within 48 hours of dislodging, for any reason, from its original point of installation.
2. Cleaning, repainting or replacement, if for any reason the exterior surface of the Satellite Dish becomes worn, disfigured or deteriorated.

### **9.4 Television or Radio Antennas**

No external television or radio antennas, whether for reception or broadcasting, may be visible on any Lot. If a homeowner desires a television or radio antenna, it must be located within the structure (such as in the attic or crawl space).

## **Standard #10: Miscellaneous**

### **10.1 Signs and Advertising**

1. A Form is not required for temporary signs such as a birth announcement, political endorsement, and contractor's signs, which are doing work on the property. There may

only be one sign per yard and may be displayed for up to fourteen (14) days. Only one sign may be placed on a Lot in a 30-day period.

2. No signs are permitted for personal business.
3. Signs for other subdivisions are prohibited.
4. Signs must be no larger than two feet by two feet.
5. Signs must be in good condition.
6. Signs must not be mounted on trees, traffic signs, or other existing structures.
7. Signs must be out of right-of-way
8. **Real Estate Signs** - A Form is not required for "For Sale" signs, whether erected by the Owner, Occupant, or Sales Agent acting on behalf of the Property Owner. Any real estate sign must follow the General guideline above and the requirements set forth below:
  - a. 1. Only one (1) sign of any type may be erected upon any Lot along with one small information box.
  - b. 2. Directional signs may be placed in the neighborhood beginning on Friday at 1:00 PM and must be removed by midnight Sunday. Permission must be obtained from the Owner for placing signs on private property

### **10.2 Mailboxes**

All mailboxes must be maintained as originally designed for the community. In the event that a mailbox must be replaced, the Homeowner must replace the mailbox with one that is the same design and color as the original mailbox. Mailboxes will only be changed when a neighborhood-wide change is required for the entire community (due to age, etc). Mailbox and posts must be maintained. This includes cleaning of mold and mildew, painting of weathered posts, replace broken or damaged boxes and numbers, removal of plant, weed and flower growth that obstructs the house number. House numbers must be clearly visible for the identification by emergency personnel.

### **10.3 Clotheslines**

Clotheslines are prohibited

### **10.4 Trash Containers**

All garbage cans must be kept in the garage or in the rear or side of the house and screened with shrubs or other approved screens. Garbage cans may not be located on the front area of the Lot.

### **10.5 Air Conditioner Units**

Window air conditioners are prohibited.

### **10.6 Grills and Propane Tanks**

Grills and propane tanks must be stored within the backyard but may be moved to the side yard or driveway for temporary use (i.e., for use with a party). In no event may grills or propane tanks be permitted on the side yard or driveway for more than twenty-four (24) hours.

### **10.7 Window Treatments**

Window treatments visible from the street may not be non-standard. Non-standard window treatments include, but are not limited to, blankets, sheets, paper, flags and aluminum foil.

### **10.8 Street Parking**

For the safety of the community, residents should not park on the street. Parking should be in compliance with the City of Woodstock parking ordinances. During special occasions, parties, and holidays exceptions are allowed. First and foremost all neighbors should adhere to Good Neighbor Policy and courtesy of others. Blocking of a neighbor's driveway is prohibited.

## **Standard #11: Addendum to Article VII: Section 9**

### **11.1 Commercial Vans, Cars or Trucks**

Commercial vans, cars or trucks (standard size and light utility trucks) are permitted with written permission from the HOA. Homeowner must submit a form in writing and provide proof that the said vehicle is used for work purpose and needs the vehicle for gainful employment. Permits to park said vehicles cannot obstruct the view to safe street access.

### **11.2 Recreation Vehicles, Motor Homes & Mobile Homes**

**11.2.1** Recreation Vehicles & Motor Homes: a form must be submitted to the HOA for approval for permission to have RVs parked at residence for SHORT periods of time. The following rules apply:

- HOA must be notified and form must be submitted prior to arrival of RV
- If loading or unloading for work or vacation, a strict 24-48hr time limit is permitted.
- Permission from the HOA is needed for visiting RVs and motor homes of relatives and friends. The following rules apply for visiting RVs and Motor Homes:
  - Advance notice and permission from the HOA
  - Time period for parking is a maximum of seven (7) days
  - Safety and road rules apply
  - Parked RV must NOT obstruct the view of the street, corner approach or sidewalks.
  - Good neighbor policy and courtesy rules apply.

**11.2.2** Mobile Homes are prohibited

### **11.3 Boat & Jet Ski Trailers and Horse Trailers**

- Boat and jet ski trailers should be parked in the garage
- HOA must be notified and a form must be submitted prior to the arrival of the trailer
- Forms must be submitted to the HOA for permission for short periods of parking trailers in the driveway
- If loading or unloading a strict 24-48hr time frame is permitted
- HOA must be notified in advance of arrival

## **Standard #12: ARC Processes**

### **12.1 ARC Processes**

All exterior modifications require written approval from the ARC, unless otherwise already indicated. Homeowners should submit a request 30 days BEFORE beginning any work on their homes. The form is found on the Serenade Website under "Documents," or by clicking [here](#). The ARC meets monthly, on the last Sunday each month, except for holidays, at 5:00pm. If the homeowner would like to discuss options for their home with the ARC, this is an appropriate time to do so. Nothing final and binding can be discussed between the homeowner and the ARC, and a form still must be submitted. Please email the ARC directly to schedule a meeting: [serenade.arc@gmail.com](mailto:serenade.arc@gmail.com)

Changes to homes approved and installed prior to the implementation of this Design Standards document that do not conform to these Design Standards are grandfathered in until replacement is needed. When replacement is needed, the new change must conform to current standards. Proof of approval will be required by the ARC or HOA.

#### **12.1.1 Applications**

If the homeowner is requesting any type of modification to their home EXCEPT for exterior painting, please fill out the Architectural Modification Request Form. If the homeowner is requesting to repaint any or the entire exterior of their home, please fill out the Exterior Painting Request Form. Fill out these forms BEFORE beginning any home modifications. Please send all forms directly to Douglas Property Management

Douglas Property Management  
Serenade HOA  
117 Towne Lake Parkway, Suite 300  
Woodstock, GA 30188  
[serenade.arc@gmail.com](mailto:serenade.arc@gmail.com)

Once the request form has been submitted, the ARC reviews requests and approves or denies the request based on the compliance of the design standards, on the particular lot, neighborhood covenants, and over all aesthetics.

#### **12.1.2 Final Approval**

The HOA's formal approval, in writing from Douglas Property Management (DPM), constitutes a binding agreement between the Applicant and the HOA. Any deviation from the approved plans and specifications on the request form must be resubmitted to DPM for approval BEFORE making the exterior modification. If the final result was not accurately portrayed on the request form, a fine may be associated, and the homeowner will be asked to correct their modification.

#### **12.1.3 Appeals**

Denial of a request may be appealed to the Board within 30 days of receiving written notice.

#### **12.1.4 Fines**

A homeowner will be fined up to \$500 if they begin work before receiving an approval from the Property Management Company. To avoid any fines or potential repairs, please wait up to 30 days for approval. A homeowner may accrue an additional \$25/day if the modification is not corrected/removed or if a new form has not been submitted.

#### **12.2 Exceptions**

The ARC may make exceptions to these Design Standards by a majority vote of the ARC members, but only in individual cases. The ARC may decide an exception is necessary based on the particular lot and the possible uniqueness of its circumstances. All exceptions will be in writing and no exception has any precedential effect on any other lot in Serenade.

#### **12.3 Courtesy to Neighbors**

Neighbor approval is not required. However, in some cases such as installing fences, retaining walls, and pouring concrete within 10' of the property line, contacting homeowners who may be affected by the modification is not only a courtesy but also a requirement.

**The implementation of these Design Standards is within the sole discretion of the Serenade Board of Directors and the Serenade ARC. Approval or denials made by the Board or ARC are final, with the exception of the appeals process described in Section 12.1.3. The design standards may change over time to be modified to reflect current market trends.**